



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes CIVIL SERVICE COMMISSION Wednesday, August 4, 2004 4:00 P.M.

I. CALL TO ORDER

The meeting was called to order by Commission Vice President Ray Murdaugh at 4:00 p.m.

Others present were Commissioner Floyd DeForest and Civil Service Personnel Director Karen Scholle.

II. MINUTES

There were no known corrections to the July 7, 2004, and July 16, 2004, meeting minutes.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to approve the minutes from the July 7, 2004, regular Civil Service Commission meeting, and the July 16, 2004, special Civil Service Commission meeting as written.

**VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.**

III. ACTION AGENDA

A. Appointment of Replacement Temporary Zoning Administrator

With the resignation of Acting Zoning Administrator/Assistant Planner Brian Lazor, the need to appoint a new Acting Zoning Administrator was addressed. Community and Economic Development Director Cathy Brubaker-Clarke requested a 60-day appointment of Environmental Zoning Inspector Mike Cameron to Acting Zoning

Administrator.

Motion by Commissioner DeForest, support by Vice President Murdaugh, to approve the 60-day appointment of Environmental Zoning Inspector Mike Cameron to Acting Zoning Administrator.

**VOTE: Vice President Murdaugh, yes; Commissioner DeForest, yes.
Motion carried.**

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Nepotism policy proposal

A policy proposal was given to the CSC for review.

B. Job/Compensation Classification Review Policy

Nothing new to report.

C. Proposed 2005 Civil Service Budget

Like other departments, Civil Service's 2005 proposed operating budget was substantially decreased due to the ongoing funding shortfalls. While services will remain at basic levels, staff anticipates the ability to function within the financial plan.

V. STATUS OF RECRUITMENTS

A. City Seasonals 2004: There are 279 applications received to date; occasional replacement hiring occurring.

B. Civil Engineer: One internal promotional application received.

C. Customer Service Representative I: There are 151 applications on file.

- D. **Customer Service Representative II**: There are 64 applications on file.
- E. **Firefighter 2004**: There are 181 applications on file.
- F. **Fire Captain**: Written test scheduled for August 18, 2004.
- G. **Mechanic**: One promotional application received; position on hold due to budget.
- H. **Police Officer 2004**: There 164 applications under review
- I. **Police Officer 2005**: There are 57 applications on file.
- J. **Police Records Supervisor**: Five internal candidates signed the posting.
- K. **Zoning Administrator**: Three internal applicants signed the posting.

VI. APPOINTMENTS

- A. **New Appointments**
Permanent

Seasonal/Part Time

Alyssa Johnson, Lifeguard, 6/14/04.

- B. **Promotions:**
Permanent Employees

Seasonal/Part Time

- C. **Transfers**
Permanent Employees

Seasonal/Part Time

- D. **Reclassifications**
Permanent Employees

Seasonal Employees

- E. **Temporary Assignments**
Permanent Employees
Mike Cameron, Acting Zoning Administrator, 7/30/04.

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

- A. **Warning Letters**
Permanent Employees
Michael McGahan, Fire Fighter, Group 1 violation, 1st. offense, 7/3/04.

Seasonal/Part Time

- B. **Suspensions**
Permanent Employees

Seasonal/Part Time

- C. **Terminations**
Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

- A. **Resignations**
Permanent Employees
Brian Lazor, Acting Zoning Administrator/Assistant Planner, 7/29/04.

Seasonal/Part Time

Matthew Dye, Park Ranger, 6/18/04.

B. Job Terminations
Permanent Employees

Seasonal/Part Time

Isaiah Kirksey III, Program Leader, 4/2/04.

Samuel Villalpando, Facility Supervisor II, 6/11/04.

C. Other
Retirements

Military Leave

Charles Flynn, Police Sergeant, returned to work 7/6/04.

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

B. Letters of Commendation

Michael Addicott, Police Officer received a letter of appreciation via Public Safety Director Tony Kleibecker from Dennis Borden, for his professionalism and courtesy while assisting him on June 27, 2004.

Michael Addicott, Police Officer received a letter of appreciation via Public Safety Director Tony Kleibecker from Paul Liles truck drive from Oklahoma, for his assistance in locating a business on Laketon Ave. "Your force is fortunate to have him".

John Corrigan, Police Officer,

Ron Smith, Police Officer,

Received a letter of appreciation via Public Safety Director Tony Kleibecker from

The Rainy Day Program for their help and support on June 26, 2004.

Derrick Smith, City Treasurer received a letter of appreciation via Tim Paul Finance Director from Junior Achievement for his presentation of a JA program to a classroom of 5th grade students at McLaughlin Elementary School. 6/4/2004.

Geraldine Stephan, Police Officer received a letter of appreciation via Captain Bill Wiebenga from the Jefferson Towers Apartments for her assistance in resolving a residential parking issue.

C. Reassignment of Duties

X. OTHER BUSINESS

A. There was no expenditure for contract clerical help through Manpower Temporary Services for the month of July, 2004.

B. There was no expenditure for contract clerical help through Kelly Services for the month of July, 2004.

XI. ADJOURNMENT

With no further business to attend to, the meeting adjourned at 4:13 p.m.

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(08 04 CSC Minutes)